PROFESSIONAL GROWTH

All certificated staff members are encouraged to grow professionally by attending graduate school, workshops, educational meetings, and serving on school committees. While each administrator and teacher is expected to contribute professional time and talent to Guardian Angels Central Catholic, there are assignments or tasks that exceed normal professional and contractual expectations. In these cases, it is appropriate to award Professional Growth Points.

Every six years, each certificated employee must complete 90 professional growth points, with a minimum of 10 points per year, in order to maintain employment. Six semester hours of college credit shall be accepted as evidence of professional growth or in the alternative, such other activities as are approved by the Principal and President. Failure of a certificated employee to show evidence of sufficient professional growth would be in violation of Guardian Angels Central Catholic’s policy. Although the Archdiocese of Omaha schools are not bound by Nebraska School Law 79-830 with regard to “tenure” or permanency of certificated staff, Guardian Angels Central Catholic will require all certificated staff members to give evidence of professional growth every six years. Evidence of growth shall be the accumulation of 90 professional growth points over a period of six years.

The following are basic guidelines that will apply when determining if a specific activity warrants assignment of Professional Growth Points.

**Guidelines**

•Each certificated employee must earn 90 points every six years.

•If you have a question about whether an activity would be approved you may ask the Principal prior to doing it. In addition, if you have questions regarding a college course or activity that may qualify for salary advancement, please consult with the Principal.

•The year of September 1-August 31 will be used in calculation of each six-year cycle. The certificated staff member may surpass the maximum amount of points allowable per category, but these surplus points will not count in the 90-point accumulation. Any professional growth points earned beyond the 90 points within the six-year cycle may not be transferred to future six year cycles. However, professional growth points earned during the final summer of a six-year cycle may be counted in the next cycle if the previous cycle’s 90 points were earned prior to the final summer. If professional growth points earned during the final summer are to be carried over to the new six-year cycle, the staff must notify the Principal, and obtain approval for carry over prior to undertaking the summer activities.

• Six semester hours of college credit earned within a six-year cycle shall constitute completion of the professional growth requirement. Therefore, classes for which college graduate credit or undergraduate credit from an accredited institution is assigned will normally qualify for professional growth points. If you have questions about courses qualifying for Professional Growth Points please contact the Principal prior to enrollment for the course(s). A copy of a transcript or grade sheet must be in the staff member’s personnel file in the Principal’s Office.

•Supporting documentation must be attached to verify the completion of all activities. Verification by the Principal may be provided in lieu of other documentation.

•Professional growth activities generally do not include regular faculty activities such as faculty meetings, parent/teacher conferences, supervising various activities, etc.

•The previous year’s professional growth points must be turned into your principal during pre-service days. Certified employees are required to sign and return the form even if there has been no professional growth to report. This allows employees and administration to keep current on the employees’ professional development plans. A copy of the Professional Growth Report will be placed in the certified staff member’s Professional Growth File. The Professional Growth Report will reflect all activities and Professional Growth Points earned regardless of whether or not the minimal requirement of points has been met within the six-year period.

PROFESSIONAL GROWTH ACTIVITIES/OPPORTUNITIES

(To satisfy Professional Growth requirements)

**ACTIVITY**

Category 1 **College Course/Graduate Level & Undergraduate Level: 1 Credit Hour = 15 points**

A copy of the grade slip or transcript is required.

Category 2 **Auditing a College Course: 1 Credit Hour = 10 Points (A maximum of 30 points allowed per**

**Cycle).**  A copy of an audit slip, grade slip, transcript, certificate, or letter from the instructor is

required.

Category 3 **Workshop/In-Service: Outside Contract Time 1 Hour = 1 Point (A maximum of 30 points**

**allowed per cycle) .**  Activities sponsored and/or required by the district do not need verification.

Category 4 **Workshop/In-Service: During Contract Time 1 Hour = 1 Point (A maximum of 15 points**

**allowed per cycle)**

Activities sponsored and/or required by the district do not need verification.

Category 5 **Curriculum Work: 1 Hour = 1 Point (A maximum of 45 points per cycle)**

Provide the minutes, dates, and times of meetings you attended.

Category 6 **Approved Local School Committees: 1 Hour = 1 Point (A maximum of 45 points allowed per**

**cycle. A minimum of 2 points will be allowed per committee member per year.)**

Provide the minutes, dates, and time of the meetings you attended.

Category 7 **Approved State Committees: 1 Hour = 1 Point (A maximum of 30 points allowed per cycle.)**

Copy of program, agenda, letter of participation or other materials of verification from committee chairperson and/or administrator.

Category 8 **Approved National Committees: 1 Hour = 1 Point (A maximum of 30 points allowed per**

**cycle)**

Copy of program, agenda, letter of participation or other materials of verification from committee chairperson and/or administrator.

Category 9 **Professional Publications: (A maximum of 25 points allowed per cycle)**

A copy of the article will verify the activity. The Principal will award points on an individual

basis.

Category 10 **Student Teacher Supervision: 15 Points for One Semester of Supervision (A maximum of 30**

**points per cycle)**

Category 11 **Presenter at Local/State/Regional/National Convention: 1 Hour = 5 Points (A maximum of**

**30 points allowed per cycle)**

A copy of program or verification from convention sponsor.

Category 12 **Attendance at State/National Conventions or Clinics: 1 Hour = 1 Point (A maximum of**

**20 points allowed per cycle)**

A copy of the program for verification is required

Category 13 **Local/State/National Officer in Professional Organizations: 1 Hour = 1 Point (A maximum of**

**20 points allowed per cycle)**

Verification from organization of position is required.

Category 14 **School Visitation-Approved by Building Principal: 1 Hour = 1 Point (A maximum of 10 points**

**per cycle) Provide notes taken / synopsis of what was observed.**

Category 15 **Other Approved Activities: Needs prior approval from the Principal. (A**

**maximum of 30 points allowed per cycle)**

An explanation of how the activity will benefit classroom duties and instruction should accompany

the request.

GUARDIAN ANGLES CENTRAL CATHOLIC - PROFESSIONAL GROWTH

(To be filled out by Certified Staff Member at the beginning of each school year.)

Name of Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Beginning Professional Growth Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Ending Professional Growth Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Category College Clock Points Accumulated Pts. Running Professional Growth Activity Points

Credit Hours Requested for the Category Total Approved

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EMPLOYEE SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_ (YEAR 1)

EMPLOYEE SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_ (YEAR 2)

EMPLOYEE SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_ (YEAR 3)

EMPLOYEE SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_ (YEAR 4)

EMPLOYEE SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_ (YEAR 5)

EMPLOYEE SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_ (YEAR 6)

ADMINISTRATORS SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED \_\_\_\_\_\_\_\_\_ DISAPPROVED \_\_\_\_\_\_\_\_\_\_

SUPPORTING DOCUMENTATION MUST BE INCLUDED

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Date Category College Clock Points Accumulated Pts. Running Professional Growth Activity Points

Credit Hours Requested for the Category Total Approved

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**SUPPORTING DOCUMENTATION MUST BE INCLUDED**